

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)  
FROM : Chief, Clerical Training Branch  
SUBJECT: Weekly Summary Report

DATE: 24 July 1952

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1. By the end of this week it should be definite that [redacted]'s papers will be in process for a GS-9 slot in the Clerical Training Branch. [redacted] is the person whom we expect to take my place as I move into the Human Resources Program.

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2. [redacted] and two of his staff of ORR to further work out a suggested course of study for the geography unit at [redacted]

3. Through the resignation of our new Clerk-Steno at [redacted] and the requested postponement of the EOD date of a new clerical teacher, our program has again been slowed down. We are making use of a male steno, slotted against the Pool, to get us through this period when all staff members are scheduled for vacation leaves.

4. The Office of Training, in some of its areas, is in the position of being able to be of great help to the Office of Personnel, particularly in its recruitment and placement aspects. I have taken some pains to indicate to all my staff the part they can and should play in reporting to Personnel specific irregular and unusual cases, but I have cautioned against overstepping our jurisdiction in making any recommendation which rightfully is another Office's responsibility. This past week the case in question was a girl, hired at a GS-5, who fell far enough below standard to warrant making a report on her. We were asked if we would recommend that she be demoted to a GS-4. Our stand was that we could make no such suggestion; we could only report her poor work, our special efforts, and the results - and we referred the case to Placement for their evaluation and action.

5. At the risk of having it sound like "The King is dead... Long live the King!" I should like to say "Good luck, [redacted] and "Welcome, [redacted]" I mean each sincerely.

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25 YEAR RE-REVIEW